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TO: The Honorable, Board of Acquisition and Contract

FROM: Thomas J. Lauro, P.E.
Commissioner

DATE: March 4, 2015

SUBJECT: Resolution for Authority to Advertise

Contract No. **EF-1504**
Maintenance and Service of Electrical Switchgears
Department of Environmental Facilities
Various locations
Westchester County, New York

Attached for your information is a resolution, which, if approved by your Honorable Board, would authorize the Department of Environmental Facilities (“the Department”) to solicit bids by public advertisement for the contract to service switchgears. The work under this contract consists of providing all necessary labor, materials, parts and equipment required for maintenance, service and testing of medium and low voltage switchgear, circuit breakers, transformers, and ancillary equipment. Funds for this project are available in the Operating Budget. The Contract duration is for three (3) years. The Contract may be extended by mutual consent of the Contractor and the County of Westchester for one (1) additional three year term with all prices, terms and conditions remaining the same as the original contract.

The selected contractor will provide preventative maintenance services to ensure that the County’s switchgear, circuit breakers, transformers, and equipment are functioning properly. In addition, on-call services will be available in the event of a problem that cannot be resolved by DEF personnel. The Contractor will provide specialized technicians who have the required training and experience to work on the County equipment systems.

The goals and objectives of the contract are to obtain services that will allow the Department to maintain the continued, efficient operation of wastewater treatment plant and pumping station electrical equipment. During the three year term of the contract, Department representatives will track and monitor the required preventive maintenance, and on-call repairs using written service reports. These service reports are to be submitted with each payment request. The Contractor will be responsible to comply with all applicable regulations and codes.

This Contract is deemed to fulfill a public purpose as the services provided under this contract will ensure continued uninterrupted operation of the plant’s wastewater treatment systems at various County facilities, promote the public safety of the County, protect the environment and enable the Department to carry out its basic mission to provide wastewater treatment and maintaining satisfactory water quality.

Issuing this contract to maintain the electrical equipment is fiscally responsible and promotes the safety and work environment of department employees. It will help to extend the operating life of the equipment, and will help to prevent hazards due to improper operation of equipment. In addition to lower operating costs, regular maintenance has been proven to extend the overall life of the equipment, thereby pushing replacement costs further into the future. If electrical power is interrupted, there is potential for damage to various equipment and control systems that may be very costly to repair. The routine maintenance of the equipment will ensure that the equipment meets its anticipated useful life, reducing capital expenditures. Testing, calibrating and maintaining the electrical equipment in efficient working order will result in a reduction in energy.

Your favorable Approval of the attached resolution is respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/02/2015 NUMBER: VETRA SECRETARY

RESOLUTION

Upon communication from the Commissioner of Environmental Facilities, be it hereby

RESOLVED, that the Commissioner of Environmental Facilities is hereby authorized to solicit bids by public advertisement on the following three (3) Year Contract with an option to extend for one (1) additional three year term by mutual consent of the Contractor and the County of Westchester with all prices, terms and conditions remaining the same as the original contract:

CONTRACT NO. EF-1504
Maintenance and Service of Electrical Switchgears
Department of Environmental Facilities
Various locations
Westchester County, New York

and be it further;

RESOLVED, that adequate and sufficient security for the faithful performance of this contract shall be deemed to be receipt of a performance bond in the amount equal to 30% of the total contract amount, and in a form approved by the County Attorney. The Bond Underwriter or Surety must appear on the U.S. Treasury's listing of approved sureties (Department Circular 570) and all Sureties must be licensed to transact business in New York as a surety company; and be it further;

RESOLVED, that this advertisement for bids will state that pursuant to Section 308.01 of the Laws of the County of Westchester, it is the goal of the County to use its best efforts to encourage, promote and increase the participation of business enterprises owned and controlled by persons of color or women - Minority Business Enterprise (MBE) and Women Business Enterprise (WBE); and be it further

RESOLVED, that such advertisement shall appear in the following County newspaper(s):

THE JOURNAL NEWS (Southern Edition)

	Fund	Dept	Major Program, Program & Phase or Unit	Object/Sub	Trust Account	Dollars
	N/A					

Account to be charged/credited

Budget Funding Year (s) _____ (must match resolution)	Start Date: _____ End Date: _____
Funding Source _____	Tax dollars _____ 100% _____
	State Aid _____
	Federal Aid _____
_____ N/A _____ (must match resolution)	Other _____